

**STATE OF CALIFORNIA**



**MEMO**

**TO: BOARD DEVELOPMENT COMMITTEE  
DAVID C. LIZÁRRAGA, CHAIR  
GLENN E. STEVENS, MEMBER**

**From: TIMOTHY M. CORCORAN  
DANIELLE R. PHOMSOPHA**

**Date: OCTOBER 17, 2018**

**Subject: ANNUAL REPORT ON BOARD DEVELOPMENT PROGRAM**

**BACKGROUND**

At the July 18, 2000, General meeting, the Board adopted the recommendation of the Board Development Committee with respect to the creation of a structured program of ongoing educational presentations. These presentations would be designed to provide, in an informal manner, information from a variety of sources concerning activities and trends in the new motor vehicle industry. The committee expressed a preference that educational presentations and the remaining administrative Board business be conducted on the same day whenever possible. To implement the Board's decision, a schedule of educational programs is presented to the Board each year.

For Board education and development purposes, we are always looking for suggested topics of interest to the Board Members. We have toured automobile, recreational vehicle, and motorcycle facilities, and invited representatives from their various associations to address the Board.

It is important to note that Executive Order B-06-11 established travel restrictions on all in-state and out-of-state travel unless it is "mission critical"<sup>1</sup> or there is no cost to the State.

<sup>1</sup> Mission critical means directly related to enforcement responsibilities, auditing, revenue collection, a function required by statute, contract or executive directive, job-required training necessary to maintain licensure or similar standards required for holding a position. Mission critical does not mean conferences (even those that historically have been attended), networking opportunities, professional development courses, continuing education classes and seminars, non-essential meetings, or events for the sole purpose of making a presentation unless approved by the Department Director. No travel is permitted for more than the minimum number of travelers necessary to accomplish the mission-critical objection; even when there is no cost to the State.

## **PLANNED SCHEDULE OF BOARD MEETINGS AND ACCOMPANYING EDUCATIONAL PRESENTATIONS FOR CALENDAR YEAR 2019**

- **January 24, 2019, General Meeting (San Francisco)**  
Speaker(s)/anticipated topics: OPEN
- **January 24 - 27, 2019, National Automobile Dealers Association (“NADA”) Convention & Exposition (San Francisco)**  
These events will provide education and industry information. Members of the Board may attend on their own as representatives of their dealerships and/or the Board.
- **March 27, 2019, General Meeting (Sacramento)**  
Speaker(s)/anticipated topics: OPEN
- **March 27, 2019, CNCDA Dealer Day (Hyatt Hotel, Sacramento)**  
A luncheon meeting with cocktail reception in the evening is typically planned.
- **Summer 2019, General Meeting (location, date to be determined)**  
Speaker(s)/anticipated topics: OPEN
- **Fall 2019, General Meeting (Location and date to be determined)**  
Speaker(s)/anticipated topics: OPEN
- **September 2019, NAMVBC Fall Workshop (Sacramento)**
- **Date TBD 2019, LA Auto Show (Los Angeles Convention Center)**  
The Board Members and staff are invited by the Greater Los Angeles New Car Dealers Association to the press days of the show which showcases vehicle debuts, concept cars, design challenges, and hybrid and alternative fuel vehicles.
- **November 2019, General Meeting (Location and date to be determined)**  
Speaker(s)/anticipated topics: OPEN

### **IMPLEMENTATION**

The information in this memorandum is provided for informational purposes only. No Board action is required. Board staff will schedule these presentations consistent with the Board’s preference, the speakers’ availability, and in light of the fiscal restrictions on travel.

cc: Ramon Alvarez, C., President